

File: DDA

ODP-81-1447
3 OCT 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Request for Leave Without Pay

[REDACTED]

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1. Attached is a memorandum from [REDACTED] an Office of Data Processing employee, requesting Leave Without Pay through 8 March 1982 for maternity reasons. [REDACTED] last work day will be 30 October 1981, and her expected date of delivery is 15 November 1981.

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2. Additionally, [REDACTED] has requested that she be authorized to retain her annual leave (27 hours) in escrow and be placed on LWOP at the expiration of her sick leave (335 hours). She has requested annual leave retention to ensure that she has leave available for future use in case the baby gets sick and she needs to stay home to care for it.

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3. It is recommended that you endorse [REDACTED] request for approximately nine weeks of LWOP while retaining her annual leave in escrow.

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/s/ Bruce T. Johnson

Bruce T. Johnson

Attachment:
As stated

APPROVED:

Deputy Director for Administration

Date

ODP/PERS/ [REDACTED] 30Oct81)

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